FLORIDA MEMORIAL UNIVERSITY
GRADUATE CATALOG
2007-2009

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FLORIDA MEMORIAL UNIVERSITY

GRADUATE CATALOG

2007 – 2009

Birthplace of "Lift Every Voice and Sing"

Catalog Number 3

Florida Memorial University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award bachelor's and master's degrees. The University is also chartered by the State of Florida.

Florida Memorial University
Nathan W. Collier Library
15800 NW 42nd Avenue
Miami Gardens, FL 33054-6199

STATEMENT OF DISCLOSURE

The information contained in this catalog represents the current requirements, regulations, programs, fees and other charges of Florida Memorial University. Regulations and requirements stated herein, including fees and other charges, are subject to change without notice at the discretion of the Board of Trustees and the President of the University. The University further reserves the right to require a student to withdraw at any time as well as the right to impose probation on any student whose conduct is unsatisfactory. Admission based on false statements or documents will be voided. Credit will not be granted for classes taken under these circumstances. In addition, tuition or fees paid will not be refunded if a student is dismissed or suspended from the University for cause. Any balances owed the University are considered receivable and will be collected.

Florida Memorial University maintains a system of records which includes application forms, letters of recommendation, admission test scores and student transcripts. Records are made available upon written request through the Office of the Registrar. Direct access and disclosure to a third party are prohibited by law. Access is given only upon written consent by the student or if required in legal matters. Disclosure of student records to parents is not prohibited if the student is listed as a dependent on the federal income tax form of the parent. A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Florida Memorial University.

Parents of dependent students will be provided a hearing by Florida Memorial University if they wish to challenge the contents of the record. If still not satisfied, the parents of dependent students may add explanatory or rebuttal materials to the record.

Florida Memorial University practices a policy of nondiscrimination in employment and admission. It is a policy of the University to provide equal opportunity to all persons without regard to race, religion, color, national origin, citizenship, age, sex, marital status, disabilities, labor organization membership, political affiliation, height, weight, and record of arrest without conviction.

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INSTITUTIONAL STATEMENT OF PURPOSE

Florida Memorial University, a Historically Black University related to Baptist Churches and traditions, is one of the oldest academic centers in Florida. The private coeducational, baccalaureate and graduate degrees granting University has its origins in the Florida Baptist Institute, founded in 1879 Live Oak Florida and in the Florida Baptist Academy, founded in 1892 in Jacksonville Florida. Theses two institutions merged in 1941 to form the Florida Normal and Industrial Institute in St. Augustine, Florida. The institution became a four-year College in 1945. Following several name changes, Florida Memorial College was adopted in 1963. The institution moved to its present South Florida location in Miami, Florida in 1968. In 2005, the institution changed its name to Florida Memorial University.

Florida Memorial University serves a culturally diverse student population through programs in liberal and technical education. These programs are designed to prepare students to function effectively in a highly competitive technological global society. Challenging educational opportunities are offered through the academic departments or schools in a variety of instructional formats to traditional and nontraditional students. Internships and other experiential learning programs are incorporated in the learning environment. Academic programs are supported by the library services, academic advising, testing, developmental education, support services, career development, counseling and student activities.

The University is committed to excellence, and to this end, appropriate resources are provided and curricula and programs are planned, developed, and assessed to provide instruction to students at their level of achievement. These measures will enable students to acquire the knowledge and skills necessary for successful completion of a progression of academic standards.

Florida Memorial University is dedicated to the pursuit of knowledge and truth; the free exchange of ideas; and the transmission and preservation of African-American history and heritage. The University recognizes that education contributes to the quality of life and expects that students will leave its community of scholars and traditions prepared to participate fully in society.

The definitive mission of Florida Memorial University is to inculcate in students the importance of life-long learning, character, and a commitment to leadership through service in the enhancement of their lives and the lives of others.

ACCREDITATION

Florida Memorial University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679- 4501) to award bachelor's and master's degrees. The University is also chartered by the State of Florida.

ACBSP ACCREDITATION
School of Business Administration

Florida Memorial University, through its School of Business, is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business degrees:

- The Bachelor of Science in Accounting
- The Bachelor of Science in Business Administration
- The Bachelor of Science in Marketing

NCATE ACCREDITATION
School of Education

Florida Memorial University, through its School of Education, is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation process determines whether schools, colleges, and departments of education meet demanding standards for the preparation of teachers and other professional school personnel. Providing leadership for reform in teacher education is also central to NCATE's mission. NASM Accredited.

MEMBERSHIPS AND AFFILIATIONS

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association for Higher Education
American Council on Education
American Library Association (ALA)
Association of College and Research Libraries (ACRL)
Association of Collegiate Business Schools and Programs (ACBSP)

Association of Fundraising Professionals
Black Caucus of the American Library Association (BCALA)
Council for Higher Education Accreditation
Council of Independent Colleges
Florida Association for Students Financial Aid Administrators
Florida Association of Colleges and Universities
Florida Association of Colleges for Teacher Education
Florida Cooperative Education and Placement Association
Florida Independent College Fund
Greater Miami Chamber of Commerce
Independent Colleges and Universities of Florida
Miami-Dade Chamber of Commerce
National Association for Students Financial Aid Administrators
National Association of College Deans, Registrars, and Admission Officers
National Athletic Intercollegiate Association
National Council of Educational Opportunity Associations
National Intramural/Recreation Sports Association
National Society of Fundraising Executives
Public Relations Society of America
Southeast Florida Library Information Network (SEFLIN)
Southeastern Association of Colleges and Employers
Southeastern Library Network (SOLINET)
Southeastern Testing Association
Southern Association for Students Financial Aid Administrators
Southern Association of College Student Affairs
Southern Association of Educational Opportunity Personnel Prg
Southern Regional Honors Council
Sun Coast Conference
The College Fund/UNCF
United Way

CAMPUS FACILITIES AND RESOURCES

The campus, surrounding a quiet lake, is situated on a spacious 77- acre site in Miami Gardens just north of the Opa Locka Airport. The Palmetto Expressway (SR 826) is close by, offering easy access to I-95, I-75, and the Florida Turnpike. The campus complex is comprised of a cluster of modern air-conditioned buildings. Each building is less than a three-minute walk from the farthest point on campus.

Andrew Anderson and Donald Bacon Service Center

This one-story complex houses the offices of purchasing, facilities management and administrative services, and the Duplication Center.

Sarah A. Blocker Hall

This two-story building houses the faculty and staff of the Freshman Studies Department, classrooms, and the offices of various support services. There are various laboratories: The Academic Resource Center (ARC), the Academic Skills Laboratory and the Writing Center. The Testing Center is also located in the facility.

J.T. Brown and A. B. Coleman, Sr. Residence Halls

These residence halls for men contain individual rooms, recreation and study lounges, laundry rooms, storage rooms, and space for the residence hall directors.

G.W. Coleman and K.S. Westfall Physical Plant

This facility houses the general maintenance department and a 3,300 sq. ft. air conditioning system of the university.

Nathan W. Collier Library

The library is a two-story structure located at the heart of the Campus. Encompassing 25,000 square feet of floor space with a reading room on each level, the library has a seating capacity of over 500. A collection of over 115,000 volumes, an audio visual center, and a periodicals collection of over 800 subscriptions to journals and newspapers in support of academic programs are located in this building. Web-based resources provide access to over 12,000 full-text periodical titles. The library also maintains a collection of books by and about Black people and the institutional Archives. Online access is available through OPAC (Online Public Access Catalog). The library utilizes the GALAXY Integrated Library System. The library also offers access to the Internet. The library is an associate member of the Southeast Florida Library Information Network (SEFLIN) which provides access to the web portal, mylibraryservice.org. Through this consortium, students, faculty members, and staff have library privileges with member institutions. In addition, the library is an affiliate of the Southeastern Library Network (SOLINET) which affords interlibrary loan access.

Florida International University/Florida Memorial College Cooperative Joint Use Facility

This facility houses the schools of Arts and Sciences and Education, including deans and faculty offices, Office of Graduate Programs, as well as state-of-the-art technology-enhanced classrooms, laboratories, a 200 seat auditorium, and 3 conference rooms.

Susie C. Holley Religious Center

The Susie C. Holley Religious Center houses a chapel with seating for 600. The building also includes classroom space for the study of religion and philosophy, and the offices of the Campus Minister and other religion and philosophy faculty.

James Weldon and Rosamond Johnson Fine Arts Building

This facility houses the Department of Humanities, classrooms, practice rooms for piano, organ and other instruments, rehearsal rooms for band and choir, an art studio, an amphitheater for open-air concerts, and offices for faculty.

William Lehman Aviation Center

This facility, named in honor of the late Congressman William Lehman, is a three-story, state-of-the-art complex. It contains modern spacious classrooms and laboratories, simulation trainers for the School of Aviation, a board join room, 200-seat auditorium with satellite downlink, electronic classroom, Offices of the Provost, Interim Director for Information Management and Technology, Director of Grants and Sponsored Research, Director of Institutional Research, and School of Aviation and Business, Departments of Computer Sciences and Mathematics and Continuing Education, the Center for Academic Advisement, faculty offices, and an aviation education resource center.

Royal W. Puryear Administration Building

This facility houses the office of the President and the boardroom, the offices of the Vice-President for Business and Fiscal Affairs, the Vice-President for Institutional Advancement, the Special Assistant to the President and the central telephone switchboard.

M. Athalie Range Science Hall

This two-story building is home of the department areas of the School of Health and Natural Sciences. Laboratories for the biology, chemistry, and physics programs are major features of this building. Space is also provided for an electronic classroom, as well as faculty offices with adjoining laboratories to accommodate research projects and scientific experiments.

Lou Rawls Center for the Performing Arts

This 12 million dollar state-of-the-art facility houses the Matthew W. Gilbert 450 seat auditorium used for dramatic and musical productions, lectures, and assemblies.

A. Chester Robinson Athletic Center

The University gymnasium has a floor space of 1080 square feet for basketball, volleyball, indoor tennis, and other indoor sports. Adjoining the gymnasium is an L-shaped, 80 X 53 X 77-foot swimming pool for instruction and recreation. Offices for Physical Education faculty are housed in this facility.

Willie C. Robinson and Ray Goode Residence Halls

These residence halls for women contain individual rooms, recreation and study lounges, laundry rooms, storage rooms, and space for the residence hall directors.

J. C. Sams Activity Center

The J.C. Sams Activity Center is situated by the campus lake. It contains the bookstore, the university mailing center, game and entertainment rooms, the Sub Shop, meeting and conference rooms, space for social and cultural activities and an adjoining lakeside patio.

Albert E. and Sadie B. Smith Dining Hall and Conference Center

The Albert E. and Sadie B. Smith Dining Hall and Conference Center was opened in August, 2002. The Conference Center and Banquet Hall can accommodate 400 people or be divided into three areas of 133 people each. The Dining Hall can seat 560 people and has two serving areas.

Student Services Building

This one-story complex houses the offices of the Vice President for Student Affairs, Enrollment Management, Admissions, Financial Aid, Residential Life, Student Support Services, the University Registrar, Career Development, Student Accounts, and the Office of the Bursar.

Off-Campus Sites

Florida Memorial University serves the needs of citizens of the greater Miami area through three off-campus sites and serves the citizens of Broward County with one off-campus site. Students may select general education and many upper-level courses.

KEY UNIVERSITY PROGRAMS AND SERVICES

Alumni Affairs

The Office of Alumni Affairs is responsible for developing programs designed to increase the number of active alumni. The office works to coordinate events that keep alumni abreast of institutional progress and goals and that increase alumni contribution through various fund-raising events.

The Office of Alumni Affairs, in collaboration with the Florida Memorial University Alumni Association, organizes chapters and provides technical assistance when necessary. It enlists alumni in recruiting students. Newsworthy information is disseminated through the university newsletter and other bulletins.

Student Support Services

Student Support Services helps students meet the day-to-day expectations of University life by providing non-academic activities and assistance. The counseling services begin when a student registers as a freshman or new graduate student at the University. In addition to continuing advisement, counseling occurs at three levels: academic, vocational, and personal.

Counseling is an integral part of the guidance program. One form of counseling is academic advisement. Faculty advisors assist each student in designing a program of study commensurate with the student's needs, interests, and abilities. Special counseling is also available upon request to help the individual resolve typical concerns involving choice of vocation and major, study habits, and personal and social adjustment. Students, at their request, may be referred to outside agencies.

Health Services

A health services program covering the treatment of minor illnesses is provided for full-time students. These services are housed in the Student Health Clinic and are maintained on an outpatient basis.

Counseling Center

The Counseling Center provides comprehensive mental health services to students, faculty, and staff. These include outpatient individual and group psychotherapy as well as informative workshops on various clini-

cal topics. The Center has a referral relationship with a psychiatrist for in-patient and psychotropic medication services when necessary. In addition, the Center provides 24-hour on call crisis intervention services as well as a variety of helpful programs such as Alcohol 101 (substance abuse); the Evaluation, Referral and Tracking program (retention); and the Partnering for Success Program (referral and feedback). The Counseling Center's services are provided by a licensed psychologist and other professionally qualified staff. All records and sessions of the Counseling Center are confidential.

Academic Computing

The Department of Academic Computing is responsible for the support of student and faculty computing.

ADMISSIONS

The Graduate Admissions Committee, composed of faculty in the School of Business and the School of Education, make admission decisions. The Deans of each school are ex-officio members of the admissions committee.

SCHOOL OF BUSINESS

To be fully admitted into the Florida Memorial University's MBA program, candidates must:

Full Admission

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree from a college or university accredited by the appropriate regional accrediting agency.
3. Submit official transcripts from all colleges or universities attended, via postal mail (an official transcript bears the institution's seal and an official signature).
4. Submit three completed Recommendation Evaluation Forms.
5. Candidates will be required to meet the Association of Collegiate Business Schools and Programs (ACBSP) Common Professional Component (CPC) undergraduate business requirements or related equivalence.
6. Have Graduate Management Admission Test (GMAT) score plus undergraduate GPA multiplied by 200 (GMAT score + Undergraduate GPA x 200) greater than or equal to 900, or a composite score of 950

based on the same formula using the student's last four (4) semesters undergraduate GPA (GPA no less than 2.5). For example, if the prospective student's last four (4) semesters undergraduate GPA is 2.8 and they score 400 on the GMAT then he/she would have a composite score of 960. See the following calculation, (2.8 x 200 + 400 = 960).

Conditional Admission

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree from a college or university accredited by the appropriate regional accrediting agency.
3. Submit official transcripts from all colleges or universities attended, via postal mail (an official transcript bears the institution's seal and an official signature).
4. Submit three completed Recommendation Evaluation Forms.
5. Candidates will be required to meet the Association of Collegiate Business Schools and Programs (ACBSP) Common Professional Component (CPC) undergraduate business requirements or related equivalence.
6. Have a minimum undergraduate GPA 2.5 and must take the GMAT exam before the end of the first semester enrolled in the MBA program and score high enough to get a total MBA admission score of 900 (GMAT plus Undergraduate GPA x 200). Applicants that are classified as "Conditionally Admitted" may earn no more than (12) hours of graduate credit. Full admission requires the students' GMAT scores to be on file in the MBA office.

* International students who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing the TOEFL examination may be required for students whose first language is not English.

SCHOOL OF EDUCATION

Admission decisions are made by the Graduate Admissions Committee, which is composed of faculty from the School of Education.

Full Admission

To be fully admitted to the Florida Memorial University Graduate Teacher Education Program, candidates must:

1. Complete the Graduate Application for Admission.

2. Have an earned baccalaureate or graduate degree, with a 3.0 GPA in the last 60 hours on a 4.0 scale, from a college or university accredited by the appropriate regional accrediting agency.*

3. Submit official transcripts from all colleges or universities attended via postal mail (an official transcript bears the institution's seal and an official signature).

4. Provide official scores for Graduate Record Examination (GRE) completed within the last five years. ***Note that a minimum score is not required. Scores must be on file before applying for candidacy.***

5. Provide official passing scores for the University Level Academic Skills Test (CLAST), PRAXIS I, General Knowledge test (GK), or an equivalent basic skills test approved by the state of Florida. The Florida Professional Certificate granted will be accepted as proof of passing a basic skills test e.g., CLAST, PRAXIS I, GK. A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.

6. Submit three (3) completed Recommendation Evaluation Forms.

7. Submit an essay stating goals for graduate study.

*International students who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing the TOEFL examination may be required for students whose first language is not English.

Conditional Admission

To be conditionally admitted into the Florida Memorial University Graduate Teacher Education Program, the candidate must:

1. Complete the Graduate Application for Admission.

2. Have an earned baccalaureate or graduate degree with a 2.5 GPA in the last 60 hours on a 4.0 scale from a university accredited by the appropriate regional accrediting agency. ***Note: Full admission will be granted once the candidate has received a minimum of a 3.0 GPA in the first twelve (12) credit hours at the graduate level at the University.***

3. Submit official transcripts from all colleges or universities attended via postal mail (an official transcript bears the institution's seal and an official signature).

4. Provide official scores for the Graduate Record Examination (GRE) completed within the last five years. ***Note that a minimum score is not required. Scores must be on file before applying for candidacy.***

5. Provide official passing scores for the University Level Academic Skills Test (CLAST), PRAXIS I, General Knowledge test (GK), or an equivalent basic skills test approved by the state of Florida. The Florida Professional Certificate granted will be accepted as proof of passing a basic skills test e.g., CLAST, PRAXIS I, GK. A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.

6. Submit three (3) completed Recommendation Evaluation Forms.

7. Submit an essay stating goals for graduate study.

* International students who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing the TOEFL examination may be required for students whose first language is not English.

Completion Requirements and Regulations

Credit Requirements

School of Education
Each of the degrees offered in the Masters Program in education requires a minimum of thirty (30) semester graduate credits for completion. A minimum of (18) hours must be in the major of concentration. All courses must be at the 500 level or above to be counted toward graduate degree requirements.

School of Business
The MBA requires a minimum of thirty (30) semester graduate credits for completion. Additional elective credits must be taken for specialization. All courses must be at the 500 level or above to be counted toward graduate degree requirements.

Time Limit

Candidates have four calendar years from the time of Enrollment in the graduate program to complete the degree. The Graduate Program Office may grant students who change degree programs an extension after review and approval. Courses counted toward a master's degree must have been taken within four calendar years prior to graduation.

Transfer Credit

Students may transfer a maximum of six (6) graduate credit hours with grades of "B" or higher from a regionally accredited degree granting institution. The Dean of the Schools of Business or Education and the Dean of the School of Graduate and Continuing Education must approve all transfer credits.

Florida Memorial University does not accept credits from professional degree programs offered through joint, cooperative, or consortial arrangements, or through experiential learning.

Advisor/Major Professor

Every graduate student will be assigned to an advisor from the major department. As early as appropriate, the student must request a professor in the major department to serve as advisor. The responsibility of the advisor is to assist the student in planning a program of study and to ensure fulfillment of degree requirements. The advisor must approve the student's program each semester. This professor advises the student about the courses, selects questions for the comprehensive examination or supervises the student's thesis research, and facilitates communication within the major department and within other departments of the University.

Independent Study

Independent Study is available upon approval from the Deans of the Schools of Business and Education. Students are limited to (6) credit hours. Independent study is not granted in lieu of required courses.

Grade Point Average (GPA)

A minimum cumulative 3.0 GPA is needed for the completion of each degree. Each student will be required to maintain at least a 3.0 GPA while

matriculating. If a student falls below the required average in a given semester, the student will be required to bring up his or her average to the 3.0 level by the end of the following semester or be placed on Academic Suspension and removed from the program.

A student who is placed on Academic Suspension may reapply for admission to the graduate program after one year. Any credits the student earned while in the graduate program may be counted toward the new admission if the grade in the course was a "B" or better.

Admission to Candidacy

Admission to candidacy reflects agreement between the student, the advisor, and the Office of Graduate Programs that the student has demonstrated the ability to do acceptable graduate work and that normal progress has been made toward a degree. Application for candidacy should be completed at the beginning of the semester in which the last twelve (12) graduate credits will be taken for students in the School of Education and the last six (6) graduate credits in the School of Business.

Completing the candidacy usually denotes that the student has met all of the prerequisites for admission, the student's program of study has been approved, and the student is in the final stages of the program's completion.

The application for the Masters candidacy is made as soon as possible after prerequisite course requirements have been met, a 3.0 GPA (or higher) in graduate courses completed, and official GRE or GMAT scores have been submitted. The GRE/GMAT scores provided must have been taken in the last five (5) years. The Admission to Candidacy form must be signed by the student's advisor and list all the course work to be used for the degree, including transfer courses. The Admission to Candidacy form must be submitted to the Dean of the School of Graduate and Continuing Education no later than commencement day of the semester preceding the semester in which the student plans to graduate.

Applications for Graduation

Graduation applications must be filed with the Dean of the School of Graduate and Continuing Education no later than commencement day of the semester proceeding the semester in which he/she plans to graduate. See the Academic Calendar for specific due dates.

School of Education

Master's Thesis Committee

The responsibility of this committee is to guide the student during the written and oral phase of the thesis process. The committee is to be composed of the major professor and at least two other faculty members at the rank of assistance professor or above with graduate status. The major professor and the student select the committee.

Comprehensive Examination or Thesis

A candidate must pass a comprehensive written examination or thesis, depending on the student's choice, as part of the completion requirements. The examination is a demonstration of the candidate's ability to integrate materials in the major and related fields. The examination must be scheduled through the Dean of the School of Graduate and Continuing Education before the deadline and will be coordinated by the student's committee. In case of failure, the candidate may not be reexamined until the following semester. The result of the second examination is final.

Students may schedule the comprehensive examination or prepare to write the thesis after 2/3 of the program is completed. Students whose performance is deemed unsatisfactory on the comprehensive exam are only permitted one (1) re-examination.

Field and Clinical Experiences

The School of Education has established field experience requirements embedded in individual courses for both Initial Certification and Teacher Leadership Tracks. The School has established long-standing links and partnerships with various schools, both private and public to provide the opportunity to improve instruction and research at the University. Clinical requirements will be maintained through the Graduate Program Office. This office will place students in the Field at the appropriate time under the direction of the student's advisor.

Appeals Process

All graduate Program policies/procedures may be appealed through the appeals process of the individual program, the School of Business or School of Education, and the University.

Applications for Graduation

Graduation applications must be filed with the Dean of the School of Graduate and Continuing Education no later than commencement day of the semester proceeding the semester in which he/she plans to graduate. See the Academic Calendar for specific due dates.

Exit Exams

School of Education
A student seeking initial certification through the Graduation program must pass the Florida Teacher Certification Examination (FTCE).

The FTCE is composed of three tests: Professional Education, General Knowledge, and Subject Area Exams. Depending upon his or her background, the student may need to take one, two. or three of the tests.

1. **PEd Test: Professional Education** – Candidates applying to take the Professional Education Test. See your *Official Statement of Status of Eligibility.*

2. **SAE Test: Subject Area Exam** – These exams are for degreed academic subject areas and are usually in a multiple-choice format. Candidates applying for a Professional Certificate and those adding a subject area subject to a professional Certificate must pass a subject area exam in the field(s) in which they seek certification.

3. **General Knowledge Test (GK)** – Prior to July 1, 2002, the required basic skills test for teacher certification was the CLAST. Beginning July 1, 2002, the required basic skills test for teacher certification is the General Knowledge Test for which students can register using the application in the registration bulletin. The General Knowledge Test is a basic skills achievement test containing four subtests: mathematics (multiple-choice items) reading (multiple-choice passage-based items), English language skills (multiple-choice items), and essay.

FINANCIAL INFORMATION

Financial Aid is granted to students at Florida Memorial University primarily based on financial need. The student's need is determined

following the completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA is available from high school counselors or the University's Financial Aid Office. It is recommended that the student's or parents' tax return be used when completing the FAFSA on-line at **www.fafsa.ed.gov**.

All eligible students are required to apply for various federal and state programs by completing the FAFSA no later than March 13 for priority consideration. Each student must also complete an institutional application to provide the Office of Financial Aid with additional data required to start his/her financial aid file.

Financial Aid is available to qualifying students in the form of Federal Strafford (Subsidized and/or Unsubsidized) Loans for US citizens and eligible non-citizens with a valid Social Security Number and in the form of private loans for international students.

To be eligible to receive financial aid, students must meet the following criteria:

1. Be enrolled in a degree-seeking graduate program fulltime at Florida Memorial University,
2. Maintain satisfactory academic progress,
3. Not owe a refund of Title IV funds or be in default of any previous Strafford Loans.

To apply for Federal Financial Aid (i.e. Stafford Loans), students must complete the following.

1. **Free Application for Federal Student Aid (FAFSA)**. Students may access the appropriate forms on line at **www.fafsa.ed.gov**. Students that do not have on-line access may call the Office of Financial Aid Office at 305-626-3745 to request a financial aid package. Processing time takes a minimum of four (4) weeks. The result of the FAFSA is called the Student Aid Report (SAR). This report summarizes the data submitted on the free application. SARs are received via U.S. postal mail or electronic confirmation. Students can make corrections on-line by using a personal identification number (PIN) provided by the U.S. Department of Education or by submitting to the address indication on page 2 of the SAR.

Florida Memorial University's Federal School Code is 001486.

2. **A Federal Stafford Loan Master Promissory Note (MPN).** Information can be accessed and the form can be completed on-line. Students can go to **www.appluonlinenow.com** or **www.salliemae.com** and select "Apply for a Loan."

3. **Florida Memorial University Federal Stafford Loan Request Form.** This form can be requested on-line at **www.FloridaMemorial Universityniv.edu**. The Office of Financial Aid will mail the forms via U.S. Postal Service.

4. **A Loan Entrance Interview Form and Loan Entrance Test Form.** Federal regulations governing the borrowing of Federal Student Loans require that all students receiving a Federal Strafford Loan must complete a Loan Entrance Interview Form and Loan Entrance Test, detailing the student's rights and responsibilities as a borrower. The Loan Entrance Interview can be completed on-line at **www.suntrusteducation.com**. This process is a one time requirement.

5. **The Florida Memorial University Financial Aid Application (FAP).** This institutional Financial Aid Application serves as the initial documentation needed to identify if a student is going to attend Florida Memorial University and for verification of student financial aid information such as household size, untaxed income, residency.

6. **Additional Documentation.** Upon receipt of the SAR, the student may be instructed to provide the Office of Financial Aid with additional documentation. In such instances, the student should submit a signed copy of the prior year's Federal Income Tax Return as well as that of his or her spouse's W2. Forms of documentation that may also be requested are proof of citizenship or a selective service registration card.

Private Loans

Students eligible for private loans are required to complete a private loan application with a lender of their choice. The application may be requested directly from the lender or by contacting the Office of Financial Aid.

Eligibility for a private loan is based solely on the credit history of the student. The University recommends that students request copies of their credit reports before submitting loan applications so that they can check for any discrepancies.

International students are required to have a co-signer/borrower to apply for the loan who is credit worthy and a United States citizen or eligible non-citizen. In some cases, the lender may require the student to submit additional information along with the application. Applications can be completed and submitted at **www.applyonlinenow.com**. For more information regarding securing a private loan, interest rates, fees and repayment options, students can contact the following: **citiassist@studentloan.com** /(1-800-394-7580) OR **suntrust@suntrusteducation.com** /(1-866-897-9793).

Financial Aid Processing

Requests for student loans can be processed once the student's financial aid file is complete. Normal processing time for lenders to disburse loan funds is 10-15 working days from the date the loan application is submitted to the lender by the Office of Financial Aid. Award notification should be received by the student shortly after the loan application has been processed.

Estimated Schedule of Tuition, Fees and Service Charge 2007- 2008

To assist students with financial planning for graduate school, the estimated 2007-2008 Cost Attendance Schedule is based on full-time enrollment of 12 credits per semester. The schedule covers direct and minimal indirect costs to graduate educations at Florida Memorial University.

COST OF ATTENDANCE

Fall 2007		**Spring 2008**	
Direct Cost - Fall 2007		Direct Cost – Spring 2008	
(12 credits per term)		(12 credits per term)	
Tuition ($607.35per credit hour)	$7,288.00	Tuition ($607.35 per credit hour)	$7,288.00
Books & Supplies	$750.00	Book & Supplies	$750.00
TOTAL	$ 8,038.00	TOTAL	$ 8,038.00

Direct Cost – Summer 2008 (6 credits)

Tuition ($607.35 per credit hour)	$3,644.00
Books & Supplies	$ 500.00
TOTAL	$4,144.00

Allowances have been made to include up to 3% student loan fees. All unpaid balances on a student's account are the responsibility of the student.

Please be sure to indicate on your loan Request Form the semester for which you are applying. Your loan period is determined by the start date and end date of the term for which you are requesting aid. Funds for each semester will be disbursed by the lender in two equal installments: one at the beginning of the semester and one at the midpoint of the semester. All loan proceeds will go toward your tuition costs. If your Florida Memorial University account reflects a credit balance, a refund check will be mailed to you.

Service Charges

Admission Application	$50.00
Checking Cashing	0.25
Course Add/Drop	10.00
Graduation	150.00
Document Photocopy	10.00
Late Registration Fee	50.00
Pre-registration (failure to pre-register)	50.00
Parking Decal (each year)	10.00
Parking Citation	15.00
Replacement Diploma	10.00
Replacement I.D. Card	25.00
Returned Check Fee	25.00
Promissory note Fee	50.00
Tuition Installment Plan-late payment Fee *	25.00
TOEFL	28.00
Transcript, Regular US Mail	3.00
Transcript, Certified Mail	6.00
Transcript, Next day Delivery	12.00
Transcript, Overseas	8.00
Library Fines per day per book	0.25
Library Lost Book Charge	50.00

*NON-REFUNDABLE

The schedule of tuition, fees and service charges is reviews and published annually. Current information on these amounts is available at the Student Accounts Office.

The University reserves the right to change without notice its tuition, fees, service charges, rules, and regulations at the beginning of any semester and during the year should conditions so warrant. This right will be exercised judiciously.

Description of Service Charges

Books, school supplies, travel expenses, medical expenses other than those provided on-campus and through the Student Health Insurance Program, and miscellaneous personal items are additional expenses which must be considered when preparing a student's budget.

Admission Application: A fee of $50 must be sent to the University with each application for admission. This fee is non-refundable and is not credited to the student's account upon admission.

Course Add/Drop: A fee of $10 is charged for each course added or dropped from a student's schedule after the close of registration.

Parking Decal: A fee of $10 per year is charged for a parking decal to register a vehicle for campus roadways and parking facilities. An additional fee of $10 per is required for the purchase of a replacement decal or a second-car decal. A valid ID, driver's license, car registration, and proof of insurance are required.

Replacement Diploma: A fee of $10 is charged to replace a diploma. Requests must be made through the Registrar's Office.

Replacement I.D. Card: A fee of $25 is charged to replace a lost or stolen University "Lion Express" identification card.

Returned Check: Students with approved University check cashing cards may cash one personal check per week for an amount not to exceed $25 at the Cashier's window during normal business hours. A fee of $0.25 will be charged for each check cashed. Pursuant to Florida law, any check issued to the University for which sufficient funds are not available to ensure payment upon presentation is subject to a returned check fee of $25. If two checks are returned because of insufficient funds, check cashing will be revoked and disciplinary action taken.

Promissory Note Fee: A processing fee of $50 is charged to defray the cost of providing a deferred payment plan for students who are unable to pay

the full amount of their bill at the time of registration.

TOEFL: A fee of $28 is charged to defray the University's cost to administer the institutional Test of English as a Foreign Language.

Transcript Fee: A fee of $3 is charged for each requested copy of a transcript. Transcripts will be sent by regular mail. If requested, transcripts may be sent by Certified US mail or by next day delivery for an additional fee.

Payment of Tuition and Fees

1. All tuition and fees are due and payable at the time of registration.
2. Students who receive financial aid must pay the difference between their financial aid awards and their total charges for the semester before being permitted to attend classes for a given semester.
3. Financial Aid classified as "pending or "applied for" will not be accepted toward meeting the requirements for registration unless a positive evaluation is given by the Director of Financial Aid or his/her designee.
4. Students may choose to pay charges owed for an upcoming semester through a University-approved 10-month installment plan. All inquiries and applications should be made directly to Tuition Management Services (TMS), Tuition Installment Plan. Students can call toll free 1-800-722-4867. Notification of awards and scholarships from outside sources used to pay a student's account must be send directly to the Student Accounts Office from the sponsor. The notice must either accompany the payment or state the manner in which the sponsor is to be billed.

How to Make Payment

The University accepts cash, certified checks, money orders, VISA and MASTERCARD in payment of university expenses. Payments may be made in person at the cashier window during posted business hours or by mail. Mail should be addressed to:

Bursar
Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, Florida 33054

When payment is made in cash, the payer must receive a receipt and retain the receipt for future reference as evidence of the cash payment.

Please do not send cash in the mail. Do not pay cash to any person other than the University's Cashier. Ask for a receipt at the time of payment if one is not given. Personal checks are not accepted.

Deferred Payment Plan

If parents or student desire to defer payment of a portion of the basic charges for tuition, fees, room and board, arrangements should be made directly with the Student Accounts Office. A deferment processing fee of $50 per plan will be charged for this privilege.

Each student must satisfy all financial obligations to the university in accordance with the Deferred Payment Plan in order to (1) retain campus housing, (2) take midterm and final examinations, and (3) continue matriculation in the following semester.

Exam Permits

Students are required to present examination/clearance permits prior to taking mid-term and final examinations. Exam permits/clearance are picked up at the Student Accounts Office.

Special Stipulations

Students are not considered registered until they have been cleared financially and their forms have been stamped and signed by the Student Accounts Office. The release of transcripts or diplomas is prohibited if any unpaid balances are owed to the University.

Students are expected to meet their payment obligations promptly and without notice from the Student Accounts Office. They are expected to inform their parents, guardians, and sponsors of all financial obligations to the university and of the due dates for payment. Students must follow up with the Student Accounts Office on a regular basis to ensure that payments are received and credited to their accounts.

REFUND OR ADJUSTMENT OF TUITION, FEES, AND OTHER CHARGES

Tuition refunds are based on the total tuition charges and on the amount paid. Board chargers are refundable on a priority basis to students who have properly withdrawn.

Financial Aid programs which provide awards to students will be refunded in accordance to the formula required by local, state, or federal law. Balances due as a result of the refund are the responsibility of a student who withdraws.

Fees paid for application, processing charges, mailbox rental, room charges, etc. are not refundable. No portion of a scholarship from Florida Memorial University is refundable.

When a student is assigned a Florida Memorial University student network account, space is automatically allocated to the student on a Florida Memorial University central server for storage of personal data. This is called a "student shared folder" and it is the student's personal workspace. It can be accessed with the student's Florida Memorial University network account ID and from any computer on campus.

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A student may withdraw or cancel from Florida Memorial University within three (3) working days, pursuant to S.246.D.41 (1) (n) 3.e of Florida status and receive a full refund with the exception of non-refundable charges. All refunds shall be made within thirty (30) days of the date that the university determines that the student has withdrawn. Tuition and general fees shall be refunded in full, less an administrative fee not to exceed 5% of the semester's tuition, if notice of withdrawal from the university is received prior to the end of the first calendar is received from the student. Tuition and general fees shall be reduced in full in any of the following circumstances: (1) courses canceled by the university; (2) involuntary call to active military duty; (3) documented death of the student or (4) exceptional circumstances, with the approval of the President of the university or his or her designee. The student must execute the required forms in order to be officially withdrawn from the University. The student will receive tuition and general fees refunds, less an administrative fee not to exceed 5% of the semester's tuition at the following rates.

Refund Schedule

Tuition and general fees
Each Fall and Spring emester

If withdrawal from the university is made- Amount Refunded:

Before the end of the 5th day of classes	**100%***
Between the 6th-10th day of classes	**80%***

Between the 11th-15th day classes **60%***
Between the 16th-20th day of classes **40%***
No refunds will be made after the 20th day of classes.

Summer Session
Between the 1st-5th day of classes **100%***
No refund will made after the 5th day of summer classes.
Refund checks are distributed at the Bursar's Office.
*Less administrative cost

Fees and room charges are not refundable. Board is prorated based on term attendance. If a credit balance exists from overpayment or exits at the time of withdrawal, a refund for the balance will be processed within 30 days of the date that the university determines the student has withdrawn.

ACADEMIC AFFAIRS

Academic Affairs at Florida Memorial University is administered by the Office of Executive Vice President and Provost. This Office consists of the following academic schools and support units.

- School of Aviation Safety & Security
- School of Business Administration
- School of Education
- School of Graduate Programs & Extension and Continuing Education
- School of Health and Natural Sciences
- School of Arts and Sciences
  - Department of Social Sciences
  - Department of Computer Sciences and Mathematics
  - Department of Humanities
  - Department of Visual and Performing Arts
- Department of Freshman Studies
- Academic Resource Center
- Center of Academic Advisement
- Center for Urban Environmental Studies
- Career Development
- Grants and Sponsored Research
- Honors Program
- Institutional Research
- University Library and Services

Office of the University Registrar
Study Abroad Program
Testing Center
Academic Support Services

The Department of Freshman Studies does not offer degrees. Other schools offer majors in subject areas leading to Bachelor degrees, and the School of Education offers both Bachelors and Master of Science degrees. The School of Business offers the MBA degree.

Academic programs are designed to broaden the intellectual experiences and abilities of student while also supporting intellectual diversity.

ACADEMIC REGULATIONS, PROCEDURES, AND STANDARDS

The academic year consists of two semesters, fall and spring, of approximately sixteen weeks each. Each semester is divided into two eight week sessions. Students are allowed to register for two courses for each eight weeks. Students are limited to a maximum load of twelve credit hours each semester and six credit hours during the summer session.

Graduate Degree Programs

Thoughtful consideration must be given to the selection of a major. Upon declaration of a major by the student, a faculty advisor will be assigned. Florida Memorial University offers the following graduate majors:

Elementary Education
Exceptional Student Education (K-12)
Reading (K-12)
MBA

Attendance Policy

Students are required to attend all classes for which they registered and are not authorized to attend classes for which they are not registered. Students are responsible for any and all coursework and may not use university-sponsored activities as pleas for extension of time to complete assignments or for permission to take makeup examinations or quizzes. A calculation of absences begins from the first class meeting for students whose names appear on the initial class roster. Students will be allowed a maximum of one (1) absence per course. Any absences after the first one

requires written permission form the Dean of the School of Graduate and Continuing Education.

Grading Systems and Quality Points

Grades	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00
W	Official withdrawal from the university
WP	Withdraw passing
FW	Withdraw failing
I	Incomplete
P	Passed

Students may be given an "I" only if a small part of the course is missed because of unavoidable circumstances and there is a reasonable chance of obtaining a "C" or better if that part is complete. Students must complete this work within the established period of time (see the Academic calendar) without further registration or class attendance. Failure to adhere to this policy within one semester after receiving a grade of incomplete will result in the grade of "I" converting to the grade of "F." Students who have field for graduation my not receive an "I" during the semester in which they plan to graduate. If a grade of "I" is received, student must reapply for graduation at the next scheduled application period. Students receiving a grade below a "C-" must retake the course.

Grade Reports

Within fifteen working days after the end of an academic term, each student will receive a grade report showing grades for courses completed for the term. The report will also reflect the term grade point average and a cumulative grade point average. Grade reports are unofficial records.

Change of Grades

Final grades can be changed only in instances of documented error. Grade changes must be reported by the professor on the Change of Grade Form. The form must be signed by the instructor and submitted with appropriate documentation to the Dean of the appropriate program who in turn will submit it to the Office of the Registrar where the grade change is recorded. A student whose grade is changed will receive a student copy of the transcript reflecting the grade changed. A grade may not be changed after two (2) semesters have elapsed.

Grade Appeal

Students may appeal grades if it is demonstrated that a faculty member has made a capricious or prejudicial evaluation in grading. To resolve grade grievances, students must adhere to the follow procedures:

1. Discuss the problem with the instructor with whom they have the grievance.
2. Meet with the Dean of the School or Dean of the School of Gradate and Continuing Education if the problem cannot be resolved with the instructor.
3. File a grade appeal with the Graduate Grade Dispute Committee if the School Dean cannot resolve the problem.

An appeal must be appropriately filed in the semester following the one in which the disputed grade was given.

Registration

Students must comply with student load requirements as explained in the Academic Regulations section of this catalog. Students must register in accordance with the published schedule for pre-registration, and late registration for the Fall, Spring, and Summer semesters.

Schedules of classes are available in the advisors' offices and on the University's web site. Students are urged to study course selections carefully and, in conjunction with their advisors, plan courses of study on the official registration worksheet form. This form is available in the academic advisor's office.

Students currently enrolled will be changed a late registration fee if not pre-registered. Students have not completed registration until cleared by

the Business Office. Registration will be canceled if not completed by the published deadline.

Students will not be permitted to register after the late registration period.

Course Cancellation

Course(s) may be canceled by the Dean of each program in the event of insufficient enrollment or lack of an instructor.

Add, Drop and Withdrawals

Courses may be added during the designated add period at the beginning of each semester. Students may not register or add after this period. Courses may be dropped through the second week of the semester. (See appropriate date on Graduate calendar). Students may not drop a course after this period but may only withdraw from the course or the university. Dropped courses are not reflected on student's transcript.

Withdrawal From Courses At the end of the drop period, students may withdraw from one or more courses during the withdrawal period indicated on the academic calendar. Grades of "WP" (Withdrew--Passing) or "WF" (Withdrew--Failing) will be given to reflect academic progress at the time of withdrawal.

Withdrawal from the University

Students may withdraw from the University as late as one week before the last week of the first eight sessions. Beyond this time, official documentation should support an emergency beyond the control of the student. An official withdrawal form must be executed during the term that the student wishes to withdraw from the university. Students who wish to withdraw from the University should contact the Office of Register for procedural information. The effective date of the withdrawal is the student's last day of attendance according to faculty records.

Students can also be administratively withdrawn from the University at any time by the Registrar upon recommendation by the Deans of each School, the Dean of Graduate and Continuing Education, the Vice President for Student Affairs, the Executive Vice President and Provost, or the President. Such withdrawals may be for disciplinary reasons, for failure to meet financial obligations, or for failure to follow academic regulations.
Students whose enrollment at Florida Memorial University is interrupted for more than one semester are required to submit an application for re-admis-

sion. The application must be sent to the Deans of the appropriate School and the Dean of Graduate and Continuing Education. Students placed on academic suspension must remain in that status for one semester (fall or spring) before being considered for re-admission. Students who voluntarily withdraw from the University for one or more academic years are required to apply for re-admission. Degree requirements stated in the University Catalog for the academic year a student is readmitted must be satisfied.

UNIVERSITY STANDARDS

Academic Honor Code

Florida Memorial University recognizes honesty and integrity as necessary to the academic purpose and function of the institution. The University therefore, expects a high standard of individual honor in all academic endeavors from each student.

Academic dishonesty includes cheating, plagiarism, forgery, collusion, and credential misrepresentation. Students found guilty of academic dishonesty are subject to disciplinary action including loss of credit, suspension, or immediate dismissal from the university.

Cheating- The use or attempt to use unauthorized materials, information, study aids, or computer-related information. This includes giving or receiving, offering or soliciting information on test or written assignments, and / or using notes or books other than those explicitly permitted by the instructor during an examination.

Plagiarism- Representation of words, or data, works, ideas, computer programs, or anything not generated in an authorized fashion properly cited one's own.

Forgery - Willful misrepresentation or altering of documents with intent to defraud. It is a crime punishable by law. Its most common occurrence among students includes, but is not limited to, the misrepresentation of signatures (especially that of an academic advisor on official documents of the university or the attempt to cash checks that are not lawfully their own.

Collusion- Cooperation of students(s) with staff personnel in securing confidential information / material (tests, examinations, etc.); bribery by students or staff personnel to change examination grades and or grade point average(s); cooperative efforts by students and student assistant(s)

in gaining access to examinations or answers to examinations for distribution; and resubmission of term papers and / or reports that have been submitted previously and graded, but have been secured and re-circulated among students.

Credential Misrepresentation- Use of untrue written statements regarding matters of fact in order to gain admission to or employment at Florida Memorial University. This also includes misstatements of fact, distribution of false printed material, and conduct manifest intended to deceive or mislead.

Code of Conduct

When students enroll at Florida Memorial University, they subscribe to the standards of personal conduct which the University considers fundamental to group living. It is assumed they will take advantage of the opportunities to learn how to make prudent decisions regarding their own conduct.

Students assume total responsibility for their actions as they relate to the rules, regulations, and policies of the University, and maintain high standards of courtesy, integrity, and personal attire.

The University does not permit the use or possession of illegal drugs, alcoholic beverages or firearms of any kind on the campus, at any University sponsored activity, or when representing the university.

The University reserves the right to notify civil authorities whenever a student is guilty of or charged with a violation of law.

The University reserves the right to suspend or dismiss students when such action seems indicated in the best interest of the University or the overall student body.

Anti-Hazing Policy

Hazing of student will not be a part of any initiation practices, whether for new students, social clubs, or Greek-letter organizations. Hazing done in the name of an organization can result in the organization's loss of privileges, including suspension of its operating privileges on campus. Hazing done by a student as an independent act can result in the student's dismissal from the University. Violation of this regulation must be reported to the Vice President for the Student Affairs. All cases involving hazing will be referred to the Judicial Affairs Committee.

Student Records

Florida Memorial University does not release student record information except as permitted under the Family Education Rights and Privacy Act of 1974 (Buckley-Pell Amendment).

Student records are confidential and information which can identify a student will not be released to a third party unless authorizations will be kept in the student's file.

Student's may request, in writing, access to personal official records and may challenge the accuracy of records maintained by the university. The Office of Registrar will respond to any request within ten working days.

Requests for official or unofficial Florida Memorial University transcripts are made to the office of the Registrar or in person by the U.S mail. Telephone or third party requests will not be honored.

The following information is necessary to process a transcript:

- Student name
- Student identification number or Social Security number
- Date of birth
- Dates of attendance
- Degree(s) obtained (if any)
- The request must be signed and dated by the student
- The request must also include the full address of the person or institution receiving the transcript.
- Transcript requests should be addressed to:

  Registrar's Office
  Florida Memorial University
  15800 NW 42nd Ave.
  Miami Gardens, FL 33054

Students who are negotiating with co-op employers who require grades should request a transcript in the usual manner and allow the usual time.

Rights Granted to Students under the Family Education Rights and Privacy Act of 1974 (FERPA)

Access to Student Records

Under the provision of the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review educational records.

In addition, they have the right to an explanation and interpretation of those records, including the right to have a hearing to challenge the contents of such records. Request for an explanation concerning a record should be addressed to the university official in charge of the record. Academic records, supporting documents and general education records are maintained by the Registrar and academic Schools and Departments and advisors; records of disciplinary proceedings are maintained by the Vice President for Student Services; financial records are maintained by the Business Office; medical records are maintained by the Health Center; financial aid records are maintained by the Financial Aid Office; and counseling records are maintained by the Counseling Services Center. All such records are the property of the University.

The following records are not available for student inspection:
Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker thereof and which are not accessible to other persons; records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional which are used only in connection with the provisions of treatment of a student and are not available to persons other than those individuals providing such treatment; records and documents of a law enforcement unit, including those of the university's Department of Public Safety; financial records of students' parents; confidential letters and statements of recommendation placed in a student's file prior to January 1, 1975, or those received after January 1, 1975, for which the student has signed a waiver of his / her right to access.

Information in student's education records will not be released to third parties without the student's written consent, except to the following: officials of this University, including instructional staff who have legitimate educational interest; officials of other schools if the student seeks to enroll; accrediting organizations; parents of a student who qualifies as a dependent under the Internal Revenue Code; federal and state educational authorities and organizations conducting studies for such authorities in the areas of testing, student aid and instruction; people seeking information pursuant to a judicial order subpoena; and appropriate people in connection with an emergency involving health or safety.

Directory Information

A student's name, address, telephone number, date, and place of birth, major field of study, class year, dates of attendance, degree's and awards

received, enrollment status, past and present participation in officially recognized sports and activities, height and weight of student athletes, and most recent previous educational institution attended may be made public by the university unless the student submits a written request to the Registrar at the beginning of each semester that such information be released only upon his/her consent.

Veteran Affairs

Florida Memorial University maintains a Veterans Affairs Office in the Office of the Registrar to assist veterans and dependents of veterans who are entitled to V.A. educational benefits under Chapter 30, 32, or Chapter 35 of the Title 38, U.S. Code and Chapter 106, Title 10, USC.

Standards of Progress Policy for Veterans

Students are considered to be in good academic standing when their cumulative grade point average is 2.0 or higher. Florida Memorial University's policies on academic warning, probation and suspension are based on the possibility that students can overcome academic difficulty and make appropriate progress toward a degree.

University Library Services

The mission of the Florida Memorial University Library is to provide resources and instructional material in support of the transmission and exchange of scholarly information. The library evaluates its programs, collections, technology, service delivery, and other activities on a regular basis in order to meet the challenges of a changing technological and global society. The Florida Memorial University Library seeks to be both an education resource center for the University community and a learning organization that constantly works to maximize its effectiveness in accomplishing its mission.

School of Graduate and Continuing Education

The mission of the School of Graduate and Continuing Education is to coordinate programs at the graduate level in order to provide students with an educational experience that will prepare them to meet the complex challenges of professional life within a diverse and changing society. The School provides admission and graduation requirements, policies and procedures, and other programmatic information related to study at the graduate level.

Testing Center Services

The Testing Center offers testing services to Florida Memorial University faculty, staff, students, and members of its surrounding communities. It operates in conjunction with the Office of Institutional Research in disseminating student assessment data.

The Center develops and distribute schedules of all major tests administered. The following tests are administered regularly on campus in the center: University level Achievement Skills Test (CLAST), Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), Multiple Assessment Programs and Services (MAPS), university Placement Test (CPT), National Teachers Examination (NTE), Scholastic Assessment Test (SAT), Test of English as a Foreign Language (TOEFL).

Academic Support Services

Academic support services include the use of tutorial and advisement services, and well-equipped laboratories for English, Reading, Writing and Mathematics. The university has designed three particular programs that are helpful to students: they include the Academic Resource Center (ARC) Writing Center, and the Computerized Academic Skills Laboratory. ARC services including diagnosing, remediating, reinforcing, enriching, and evaluating knowledge and skills. The Skills Lab provides computerized software programs to reinforce classroom lessons and to eliminate specific academic deficiencies in mathematics, reading, and writing. In addition, to these services, the university administers a state funded (Title IV) Student Services program to provide tutorial assistance, counseling, academic advising, and peer support to students. The Graduate Support Center provides students with technical writing assistance including use of form, content, and organization as outlined by the American Psychological Association (APA) Guidelines.

Computerized Academic Skills Laboratory

The Computerized Academic Skills Laboratory provides students an opportunity to reinforce classroom lessons and to eliminate specific academic deficiencies through the use of computer software programs. The skills lab is used by students primarily to strengthen skills in mathematics, reading, and writing. Students may also develop skills in the use of computers (especially word processing).

The laboratory coordinator assists, monitors, and supervises students who are referred to the laboratory by their instructors. Instructors are

informed of student's performance via written reports so that appropriate follow-up can be planned.

GRADUATE PROGRAMS

Program of Study
BUSINESS ADMINISTRATION

The MBA degree program requires a minimum of thirty (30) credit hours and is compatible with the Association of Colligate Business Schools and Programs (ACBSP).

Basic core courses (21 Hours):

There are seven required courses (21 hours) for the MBA core:

ACC 501	Accounting for Management
BUS 502	Business Research Methods
FIN 501	Financial Management
ECO 501	Managerial Economics
MAR 501	Marketing Strategy
BUS501	Organizational Behavior
or	
HRM 501	Human Resource Management
BUS 510	Seminar in Business Strategy and Policy

MBA elective courses

The MBA program provides elective courses in the area of Management, Accounting, Finance, and Marketing. The electives are intended to make the proposed program comparable with other South Florida and small school MBA programs.

Management electives:

BUS 520	Management Seminar
BUS 503	Ethics and Values of Leadership
BUS 504	Organizational Theory and Design
HRM 501	Human Resource Management
or	
BUS 501	Organizational Behavior

Accounting electives:

ACC 502	Financial Accounting Theory
ACC 503	Financial Accounting & Reporting Analysis
ACC 504	Accounting Information Systems
ACC 520	Accounting Seminar

Finance electives:

FIN 502	Advanced Financial Management
FIN 520	Finance Seminar

Marketing electives:

MAR 502	Buyer Behavior
MAR 520	Marketing Seminar

School of Business Course Descriptions

ACC 501 Accounting for Management (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
An in-depth study of management control topics including budgeting, analysis of financial performance, and special situations that exist in multinational companies.

ACC 502 Financial Accounting Theory (3) (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation.
A study of the theoretical structure of accounting, with special attention to asset and income definition, recognition, and measurement; and an appraisal of pronouncements of professional accounting organizations.

ACC 503 Financial Accounting & Reporting Analysis (3) (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation.
The course focuses on the analysis and use of financial accounting information in the evaluation of corporate performance. The course emphasizes the understanding of financial statements prepared under U.S. and International Accounting Standards and the analysis of these financial statements including common size analysis, ratio analysis, the impact of taxes, and credit analysis. This course will enhance the student's ability to read, interpret and analyze financial statements for making investment, credit, acquisition, and other evaluation decisions.

ACC 504 Accounting Information Systems (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation.
Application of general systems concepts to accounting; and to operational, and related planning and control information requirements. Database management systems, on-line real-time systems, timesharing, etc., and applications in accounting.

ACC 520 Accounting Seminar (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation.
In-depth coverage of existing and emerging areas in accounting including global accounting, control systems, auditing, assurance services, and information technology. Occasional guest speakers from various facets of accounting practice (public, private, governmental, profit, not-for-profit) and academia will present their ideas of business, government, and accounting.

BUS 501 Organizational Behavior (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
Behavior theory in organizational context. A study of individual and group dynamics in the business environment. Specific emphasis is given to leadership, motivation, communication, employee supervision, and morale.

BUS 502 Business Research Methods (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
A general outline of the methods of conducting research in business, including research design, data collection and analysis, and presentation of results. The emphasis is on the methodology of conducting applied business research.

BUS 503 Ethics and Value of Leadership (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
Leadership skills are critical for high performing organizations. This course will utilize lecture, readings, cases, exercises and self-assessments to present leadership approaches. This course requires putting understanding into practice, through engagement with and reflection upon literary texts and leadership exercises.

BUS 504 Organizational Theory and Design (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
This course identifies, defines and integrates perspectives of organizational theory and design. This course also identifies the elements of change and the impact of change on organizations and human resources.

This type of information should assist in preparing managers for future organizational leadership that will require a new mix of managerial skills.

BUS 510 Seminar in Business Strategy and Policy (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
The capstone business course designed to develop students' skills which emphasize the integration of the various business areas toward managing the firm as a total unit. Topics include environmental analysis, competition pressures, global market considerations, diversification, decision making, organizational linkages, corporate culture, and formulation and implementation of strategy. The approach taken is that of general management whose primary responsibilities encompass the development, operation, and maintenance of the entire firm.

ECO 501 Managerial Economics (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
Managerial economics is a course that integrates economic principles and methodologies with business decision making. The course bridges the gap between economics and business practice by using economic theory combined with a set of mathematical and statistical methods of solving business problems relating to costs, prices, revenues, profits, and competitive strategies.

FIN 501 Financial Management (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
This is the program wide course in finance for all students. It explains the fundamental concepts of finance in detail. The course focuses on the duties and responsibilities of the CFO, the interpretation and use of financial ratios, the time value of money, the market valuation of securities, and capital budgeting. Other topics covered in the course are the management of cash, accounts receivable, inventories, accounts payable and other short-term credit. Students will have a thorough grounding in business finance upon completion of this course.

FIN 502 Advanced Financial Management (3) F, Sp, Su
Prerequisite: FIN 501 or graduate advisor recommendation.
This course covers additional aspects of business finance in greater depth. It is aimed at students specializing in finance. The material includes the valuation of securities in more complex scenarios, and capital budgeting in a variety of income tax and depreciation scenarios. Mastery of the quantitative tools for managing working capital is an important objective for this

course. Students will learn to evaluate alternative marketable securities for short-term investment, evaluate alternative cash management policies, evaluate alternative credit and accounts receivable collection policies, and evaluate alternative sources of short-term financing.

FIN 520 Finance Seminar (3) F, Sp, Su
Prerequisite: FIN 501 or graduate advisor recommendation.
In-depth coverage of existing and emerging areas in finance including options pricing theory, risk management, insurance theory, the impact of technology on financial markets, and the financial markets of emerging economies. Occasional guest speakers from various facets of the finance profession (personal, corporate, government, international, academic) will discuss these areas.

HRM 501 Human Resource Management (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
Presents the fundamental principles and techniques of human resource management and examines the management of human resources from the point of view of the human resource officer, the operational manager and the employee. Emphasis is placed on current legal considerations, issues and research.

MKT 501 Marketing Strategy (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
Study of the planning and coordination of marketing functions specifically related to product, pricing, promotion, and distribution strategies. Includes case analysis and presentation of results.

MKT 502 Buyer Behavior (3) F, Sp, Su
Prerequisite: graduate advisor recommendation.
An in-depth examination of the conceptual and theoretical foundations of consumer and industrial buyer behavior. Emphasis is on the application of behavioral science theories, models, and techniques in the development of marketing strategies.

MKT 520 Marketing Seminar (3) F, Sp, Su
Prerequisite: MKT 501 or graduate advisor recommendation.
This is a topics based course that will vary from semester to semester. Current topics affecting the state of marketing will be the focus of this offering.

Program of Study
ELEMENTARY EDUCATION

The Master of Science Degree in Elementary Education is designed to meet the needs of candidates from two career paths, which include the Teacher Advancement and Initial Certification. The Teacher Advancement path is designed for candidates who are already certified to teach by the Florida State Board of Education. The Teacher Advancement path will require a minimum of 30 credit hours for candidates certified in Elementary Education or related area; however candidates also interested in becoming ESOL endorsed will need to take an additionally 6 credit hours. The Initial Certification path is designed for candidates with an undergraduate or graduate degree in an area outside of education and seeking initial certification. The Initial Certification path requires 60 credit hours depending on the candidate's academic background. In addition to the course work for both career paths, candidates in the program at the end of their course work have the option of completing either a comprehensive examination or a thesis. The thesis (ELE 599) requires a minimum of three credits to graduate. If the thesis is not completed and successfully defended, candidates can register for additional hours by taking ELE 599 from one to three credit hours until the process is completed.

Master of Science
ELEMENTARY EDUCATION

Program Guide for Master of Science In Elementary Education

Area I: REQUIRED MAJOR AREA – 24 credit hours

ELE 501	Elementary Education Curriculum
ELE 502	Integrated Science for the Elementary School
ELE 504	Elementary Social Studies from a Multicultural Perspective
ELE 506	Literature-based Language Arts in Children
ELE 507	Mathematics in Elementary School
ELE 508	Literacy and Reading in Elementary School
ELE 531	Reading Diagnosis
ELE 532	Remedial Reading

AREA II: REQUIRED RESEARCH CORE – 6 credit hours

EDR 551	Educational Research & Measurement
EDR 555	Action & Applied Research in Urban Education

AREA III: ESOL ENDORSEMNT
(students not ESOL endorsed) – 6 credit hours

ESO 501	Applied Linguistics
ESO 506	Methods of Teaching ESOL

AREA IV: PROFESSIONAL EDUCATION
(Initial certification only) –6 credit hours

EDU 509	Human Growth and Development
EDU 528	Theory and Analysis of Classroom Behavior and Management
ELE 535	Assessment

AREA V: PRACTICUM/FIELD EXPERIENCE
(Initial certification only) – 3-6 credit hours

ELE 550	Internship in Elementary School

AREA IV: THESIS
(a minimum of 3 credit hours required in conjunction with the comprehensive examination)
3-6 credit hours

ELE 599	Thesis

Program of Study
EXCEPTIONAL STUDENT EDUCATION

The Master of Science Degree in Exceptional Student Education is designed to meet the needs of individuals from two different career paths, which include the Teacher Advancement and Initial Certification. The Teacher Advancement, which requires 30 credits, is designed for candidates with an undergraduate degree in exceptional student education or related area; however candidates also interested in becoming ESOL endorsed will need to take an additional 6 credit hours. The Initial Certification path is designed for candidates with an undergraduate or graduate degree in an area outside of education and seeking initial certification. The Initial Certification requires 57 credits depending on the candidate's academic background. In addition to the course work for

both career paths, candidates in the program at the end of their course work have the option of either completing a comprehensive examination or a thesis. The thesis (ESE 599) requires a minimum of three credits to graduate. If the thesis is not completed and successfully defended then candidates can register for additional hours by taking ESE 599 from one to three credit hours until the process is completed.

Master of Science
EXCEPTIONAL STUDENT EDUCATION

Program Guide for Master of Science in Exceptional Student Education

Area I: REQIRED MAJOR AREA – 24 credit hours

ESE 501	Foundation of Special Education
ESE 528	Behavioral Support and Management of Exceptional Students
ESE 532	Language Development and Communication Skills
ESE 541	Curriculum and Instruction for ESE at the Elementary Level
ESE 542	Curriculum and Instruction for ESE at the Middle Secondary School Level
ESE 543	Curriculum and Instruction for Severe Disabilities
ESE 547	Advanced Assessment of Exceptional Students for Instructional Planning
ESE 548	Effective Communication, Consulting, and Collaboration

Area II: REQUIERD RESEARCH CORE – 6 credit hours

EDR 551	Educational Research & Measurement
EDR 555	Action & Applied Research in Urban Education

Area III: ESOL ENDORSEMENT
(students not ESOL endorsed) – 6 credit hours

ESO 501	Applied Linguistics
ESO 506	Methods of Teaching ESOL

AREA IV: PROFESSIONAL EDUCATION
(Initial certification only) –18 credit hours

EDU 509	Human Growth and Development

ELE 507	Mathematics in Elementary School
REA 508	Reading Instruction in Elementary Schools
ELE 506	Literature-based Language Arts in Children
REA 531	Reading Diagnosis
REA 532	Remediation Reading

Area V: PRACTICUM/ FILED EXPERIENCE
(initial certification only) 3-6 credit hours
ESE 550 Internship in Exceptional Student Education

Area VI: THESIS
(a minimum of 3 credit hours required in conjunction with comprehensive examination) 3-6 credit hours
ESE 599 Thesis

Program of Study
READING

The Master of Science Degree in Reading is designed to meet the needs of individuals from two different career paths, which include the Teacher Advancement and first time Initial Certification. The Teacher Advancement path requiring 36 credits is designed for candidates who are already certified to teach in an area other than Reading by Florida State Board of Education; however candidates also interested in becoming ESOL endorsed will need to take an additionally 6 credit hours. First time Initial Certification path requires 48 credits and is designed for candidates with an undergraduate or graduate degree in an area outside of education who are seeking initial certification to teach by the Florida State Board of Education. In addition to the course work for both career paths, candidates in the program at the end of their course work have the option of either completing a comprehensive examination or a thesis. The thesis (REA 599) requires three credits to graduate. If the thesis is not completed and successfully defended, candidates can register for additional hours by taking REA 599 from one to three credit hours until the process is completed.

Master of Science
READING

Program Guide for Master of Science in Reading

Area I: REQUIRED MAJOR AREA – 24 credit hours

REA 505	Literacy Development and Instruction in Early Reading K-3
REA 506	Literature-based Language Arts in Elementary Schools
REA 508	Reading Instruction in Elementary Schools
REA 523	Content Reading: Middle and High Schools
REA 525	Adolescent Literature & Multicultural Influences
REA 530	Techniques and Strategies in Reading Assessment
REA 531	Reading Diagnosis
REA 532	Remedial Reading
REA 534	Supervision and Administration of Reading Programs

Area II: REQUIRED RESEARCH CORE – 6 credit hours

EDR 551	Educational Research & Measurement
EDR 555	Action & Applied Research in Urban Education

Area III: ESOL ENDORSMENT
(students not ESOL endorsed) – 6 credit hours

ESO 501	Applied Linguistics
ESO 506	Methods of Teaching ESOL

AREA IV: PROFESSIONAL EDUCATION
(Initial certification only) –6 credit hours

EDU 509	Human Growth and Development
EDU 528	Theory and Analysis of Classroom Behavior and Management

Area V: PRACTICUM/FIELD EXPERIENCE
(Initial certification only) – 3 credit hours

REA 580	Practicum in Reading and Language Arts

Area VI: THESIS
(a minimum of 3 credit hours required in conjunction with comprehensive examination) 3-6 credit hours

REA 599	Thesis

School of Education Course Descriptions

All course descriptions listed below are arranged alphabetically by subject area, alphabetically by prefix and then numerically for those descriptions with the same prefix. The digits in parentheses immediately following the course title represent the respective semester credit hours given for a course. The abbreviated codes F, Sp, Su represent the term(s) in which the course is offered: Fall, Spring and Summer, respectively.

Subject Area	Course Prefix (es)
Professional Education	EDU
Education Research	EDR
Elementary Education	ELE
English for Speakers of other Languages	ESO
Exceptional Student Education	ESE
Reading Education	REA

Professional Education

EDU 509 Human Growth and Development (3) F, Sp, Su

This course is an advanced study of the nature of learning, development, growth, and behavior. Students apply modern principles for diverse learners in an urban environment.

EDU 528 Theory and Analysis of Classroom Behavior and Management (3) F, Sp, SU

A course designed to review and explore research-based approaches to understanding classroom dynamics. Emphasis is on teaching behaviors and strategies for classroom management that result in sound instructional planning and a minimum of behavior problems.

Education Research

EDR 551 Educational Research & Measurement (3) F, Sp, Su

This course focuses on methods and techniques of research in the social and behavioral sciences. Basic orientation to quantitative and qualitative research procedures used in the analysis and interpretation of research data. The course also covers the use of performance based procedures to measure complex achievement. Assessment procedures include traditional and authentic assessment.

EDR 555 Action and Applied Research (3) F, Sp, Su

A course requiring students to learn and apply research skills to address real and persistent problems existing in the urban setting.

Elementary Education

ELE 501 Elementary Education Curriculum (3) F, Sp, Su
A study of elementary education that focuses on the organization, construction and administration of learning experiences in modern educational theory with emphasis on the formulation of objectives, selection, organization and integration of instructional materials.

ELE 502 Integrated Science for the Elementary School (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the science curricular designed to meet the needs of urban students and families. Included is the study of basic sciences including earth / space, life, and physical sciences. The focus is on the interconnection of the sciences. Special emphasis will also be placed on reading strategies for science.

ELE 504 Elementary Social Studies from a Multicultural Perspective (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the social studies curricular designed to meet the needs of urban students and families. Included is the study of people and places from diverse geographic regions and ethnic backgrounds of the world and their influences in the development of civilization. Special emphasis will be placed on reading strategies for social studies.

ELE 506 Language Arts & Literature for Elementary Education (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the language arts and children's literature designed to meet the needs of urban students and families. Included is multicultural literature and the exploration of literature from diverse cultures.

ELE 507 Mathematics in Elementary Education (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the math curricular designed to meet the needs of urban students and families. Included is inquiry and discovering utilizing the NCTM standards as the foundation for practices in teaching mathematics and the selection and use of instructional materials. Special emphasis is placed on reading strategies for mathematics.

ELE 508 Literacy and Reading in Elementary Education (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the reading curricular designed to meet the needs of urban

students and families. Included is the development of a systematic approach to literacy and analysis of the components of literacy.

ELE 510 Humanities in Elementary Schools (3) F, Sp, Su
A course designed to investigate and explore activities associated with the humanities, specifically relating to teaching art and music to elementary children. The course focuses on understanding the basic fundamentals of these two areas in order to motivate and make the teacher more comfortable in teaching through these media.

ELE 524 Health and P.E. in Elementary School (3) F, Sp, Su
A course designed to prepare teachers in the use of methods, procedures, techniques, and devices for teaching elementary students to be physically fit.

ELE 531 Reading Diagnosis (3) F, Sp, Su
Examines various authentic diagnostic assessment techniques and instruments along with a coherent framework for helping students with reading problems.

ELE 532 Remedial Reading (3) F, Sp, Su
Provides in-depth study of factors of reading disabilities, design, and implementation of substantiated effective techniques, materials, and approaches for specialized reading instruction.

ELE 535 Assessment (3) F, Sp, Su
An in-depth study of the use of formal and informal authentic assessment in the K-12 classroom. Students develop skills of assessment and learn to select, evaluate, and implement assessment tools.

ELE 550 Internship in Elementary School (3-6) F, Sp, Su
This course is an internship, designed for practical experience in teaching at the elementary school level under the guidance of a master teacher and university supervisor.

ELE 599 Thesis in Elementary Education (1-6) F, Sp, Su
A final thesis on an approved topic or issue related to elementary education or as a follow up to an elementary education topic or issue investigated in the student's field practicum.

English for Speaking of Others Languages

ESO 501 Applied Linguistics (3) F, Sp, Su
An overview of second language acquisition theories in general, the principles of linguistics applied to language teaching and learning. Emphasis on constructive analysis of native and target languages applied to teaching bilingual/ESOL of foreign language students.

ESO 506 Methods of Teaching (3) F, Sp, Su
This course provides a broad overview of curricular issues in teaching ESOL. It introduces the basic theoretical concepts in second language teaching and provides a bridge between the theories of second language acquisition and second language classroom practices.

Exceptional Student Education

ESE 501 Foundations of Special Education (3) F, Sp, Su
This survey course includes educational practices as well as the development and characteristics of children with disabilities from a developmental life-span perspective. Policies, issues, and trends in special education are explored.

ESE 528 Behavioral Support and Management of Exceptional Students (3) F, Sp, Su
This course includes assessing, designing, and implementing positive behavioral supports, classroom organization, and behavior management of exceptional students at the school, classroom, and individual levels from a social learning perspective. The principles and techniques of Applied Behavioral Analysis to affect positive behavioral change will be emphasized.

ESE 532 Language Development and Communication Skills (3) F, Sp, Su
A course to include normal sequence of expressive and receptive language development and identification of communication deficits and appropriate interventions.

ESE 541 Curriculum and Instruction for ESE at the Elementary Level (3) F, Sp, Su
A course focus on development, implementation, and evaluation of individualized educational plans; special approaches to teaching functional skills; developmental programming; data based management; specialized approaches to teaching basic skills and adaptation of curriculum. The

course includes curriculum, instructional practices and strategies, evaluation of student progress, interpersonal interactions, and transition for students at the elementary level.

ESE 542 Curriculum and Instruction for ESE at the Middle / Secondary School Level (3) F, Sp, Su
A course focus on development, implementation, and evaluation of individualized educational plans; special approaches to teaching functional skills; developmental; programming; data based management; specialized approaches to teaching basic skills and adaptation of curriculum. The course will include curriculum, instructional practices and strategies, evaluation of student progress, interpersonal interactions, and transition for students at the middle/secondary school level.

ESE 543 Curriculum and Instruction for ESE for Severe Disabilities Level (3) F, Sp, Su
A course focused on development, implementation, and evaluation of individualized educational plans for students with severe disabilities; special approaches to teaching functional skills; developmental programming.; data based management; specialized approaches to teaching basic skills and adaptation of curriculum. The course includes reviewing, evaluating, and selecting curriculum; best instructional practices and research-based strategies; using various methods for evaluation of student progress; developing interpersonal interactions; and addressing issues for transition from preschool to kindergarten and from school to work for students with severe disabilities.

ESE 545 Advanced Curriculum and Instruction for Exceptional Student Education (3) F, Sp, Su
This course is focused on development, implementation, and evaluation of individualized educational plans; special approaches to teaching functional skills; developmental programming; data based management (including technological applications); specialized approaches to teaching basic skills and adaptation of curriculum. The course will include reviewing, evaluating, and selecting curriculum; best instructional practices and research-based strategies; using various methods for evaluation of student progress, developing interpersonal interactions, and addressing issues for transition. Candidates will learn how to include diverse students for the K-12 general education classroom.

ESE 547 Advanced Assessment of Exceptional Students for Instructional Planning (3) F, Sp, Su
ESE 547 is an advanced survey course in the assessment of exceptional children. The course includes interpretation, analysis, and application of assessment results and alternate assessment strategies. In addition to being introduced to a wide variety of intelligence, perceptual-motor, academic, language, social / emotional, and adaptive behavior tests, each student will have the opportunity to become competent in the interpretation of data from a battery of assessment instruments. Informal assessment and issues related to assessment will also be addressed.

ESE 548 Effective communication, Consultation, and Collaboration (3) F, Sp, Su
This course includes effective methods of communication, consultation, and collaboration with students, families, administrators, and other education professionals, as well as, relevant general education and special skills curricula selections.

ESE 550 Internship in Exceptional Student Education (3-6) F, Sp, Su
This course is an internship under the guidance of a master teacher and a university supervisor
designed for practical experience in teaching exceptional students at either the elementary or secondary level.

ESE 599 Thesis in Exceptional Student Education (1-6) F, Sp, Su
Students engage in an in-depth study of and in the writing of a final thesis on an approved topic or issue related to exceptional student education or as a follow up to an exceptional student education topic or issue investigated in their field practicum.

Reading Education

REA 505 Literacy Development and Instruction in Early Reading PK-2 (3) F, Sp, Su
Explores how children develop literacy and how they begin the process of becoming successful lifelong readers and writers. Examines diverse aspects of language and socio-cultural factors that influence early literacy development. Emphasis on literacy in the context of the home and family.

REA 506 Literature-based Language Arts in Elementary Schools (3) F, Sp, Su
Examines an effective language arts curriculum where literature, interdis-

ciplinary, thematic units, various media, and various opportunities for learners to develop literacy skills play an integral part. Emphasis on African American Literature.

REA 508 Reading Instruction in Elementary Schools (3) F, Sp, Su
Focuses on the reading process, at highly researched models of teaching reading, and on constructing a philosophy of teaching reading and writing. Materials and methods for differentiating instruction to address diverse needs are explored.

REA 523 Content Reading: Middle and High Schools (3) F, Sp, Su
Focuses on methods and techniques for developing effective reading skills for middle and secondary students across all content areas with emphasis on word recognition, vocabulary development, comprehension, and organizational skills. Emphasis on reading interest, motivation, critical reading, study habits.

REA 525 Adolescent Literature & Multicultural Connections (3) F, Sp, Su
Examines a spectrum of contemporary research and theory as are relevant to selecting and teaching Adolescent Literature. Focus on social and cultural influences.

REA 530 Techniques and Strategies in Reading Assessment & Remediation (3) F, Sp, Su
Focuses on administration, implementation, and interpretation of assessment strategies and how they relate to specific learning / teaching events based upon scientifically based reading research.

REA 531 Reading Diagnosis (3) F, Sp, Su
Examines various authentic diagnostic assessment techniques and instruments, at administering and interpreting them, and a coherent framework for helping students with reading problems.

REA 532 Remedial Reading (3) F, Sp, Su
Provides in-depth study of factors of reading disabilities, and at evaluation, design, and implementation of substantiated effective techniques, materials, and approaches for specialized reading instruction.

REA 534 Supervision and Administration of Reading Programs (3) F, Sp, Su
This course focuses on the history, organization and supervision of reading programs, the socio-cultural, and political context of teaching reading, and the role of Reading Specialists. Major topics include professional development, school community relations, mentoring partnerships, student diversity, curriculum evaluation and development, and assessment.

REA 580 Practicum in Reading & Language Arts (3-6) F, Sp, Su
Supervised clinical experience where knowledge and skills in diagnosis, remediation through large group, small group and individual instruction, and the selection and use of appropriate reading instruction, is designed and implemented in a coherent set of activities for children exhibiting special reading problems. To include seminars in curriculum design.

REA 599 Master's Thesis (3) F, Sp, Su
A final thesis on a approved topic or issue related to literacy instruction or as a follow up to a literacy instruction topic issue investigated in the student's field practicum.

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